



Foreign Affairs Manual

VOLUME 5 – Information Management

Change Transmittal: IM-129

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5 FAM 450 MANAGEMENT OF DIGITAL IMAGING RECORDS

Changes

1. This Change Transmittal issues updates to the former 5 FAM 450, Micrographic Records:
 - All of the 5 FAM 450 is new and replaces all content in the previous version. There is no relationship between the old and new sections (and hence no crosswalk).
 - Digital Imaging procedures have replaced all micrographic content. With the advent of new technologies, this policy addresses how the Department supports digital imaging processes which satisfy data archival requirements.
2. Because this issuance is completely new, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is A/GIS/IPS. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 5 FAM 450 (CT:IM-91; 07-05-2007) and insert the new 5 FAM 450 (CT:IM-129; 04-04-2012).
2. After inserting the material in the binder, insert this change transmittal

letter immediately following the CT Checklist, then fill in the entry line for CT:IM-129 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.